IFS Connection

Volume 2, Issue 2 April 2002

IFS Help Desks

Lauri Wilkens (Financial)
775/684-5245
lwilkens@doit.state.nv.us

Tricia Buckner (HR)
775/684-8696
tbuckner@doit.state.nv.us

INSIDE THIS ISSUE

From the Desks of…

…Cynthia Baumann, IFS-HR System Administrator

Greetings!

By now, the realization has probably set in that times are getting busier, especially with the preparation of FY 04/05 budgets. No one escapes this chore.
IFS-HR successfully made it through the first quarter of 2002 with new initiatives and maintenance of the old ones. One new initiative was the replacement of social security numbers with Internal ID numbers on timesheets. The ID number was rolled out in February and everyone has adjusted very well. The second initiative was the rollout of the new Time and Leave section in the HR Data Warehouse. If you did not attend the kickoff meeting in February, I encourage you to log onto the HRDW and take a look. It’s really a neat addition.

And, of course, how could I forget the rollout of ADVANTAGE™-HR to our agencies. To all of you who attended the DOP-AIN meetings and the training classes this past quarter, you were exceptional students! We look forward to serving other agencies this coming quarter. For now, hang in there. It will be Memorial Day before you know it.

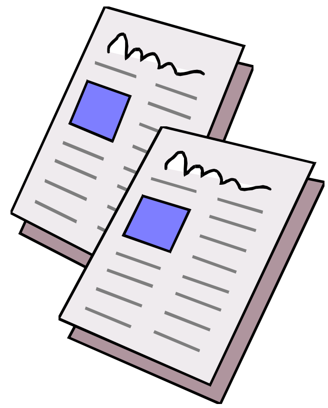
…Kim Huys, Chief Accountant IFS-Financial

Time is winding down for the initial rollout phase of ADVANTAGE™-Financial. Training for agencies not yet online will continue during the upcoming months with all scheduled sessions completed by the end of May.

In anticipation of all agencies being online by July 1, the Controller’s Office is working on major enhancements to the vendor file. A significant component of the vendor project will be to provide agencies with instructions on establishing and maintaining vendors. This effort will include rules and guidelines for vendor maintenance as well as a revised form that will meet the W-9 requirements established by the Internal Revenue Service. Once the planned enhancements are implemented, we expect the ADVANTAGE™ vendor tables can be easily and accurately scanned to obtain the vendor numbers used by agencies to process transactions.

Other initiatives are also underway. Look for more information on new functionality such as decentralized purchase orders in this and future editions of *IFS Connection*.

Notes from State Controller Kathy Augustine…



December and January were very busy months in the State Controller's Office. The Comprehensive Annual Financial Report (CAFR) for fiscal year 2001 was completed in December and has been submitted to the Government Finance Officers Association (GFOA) for their Certificate of Achievement for Excellence in Financial Reporting. The Nevada CAFR is available online through the State Controller's web site at www.state.nv.us/controller.

This year the State Controller's Office also published a Popular Annual Financial Report (PAFR). This report is a simplified and summarized version of the CAFR intended for use by our State's citizens. The PAFR was distributed free of charge through the State library system and is also available online through the State Controller's web site.

Our deadline to issue 1099 tax forms to eligible businesses that did business with the State during calendar year 2001 was on January 31st. Our office issued approximately 4,100 1099 forms to taxpayers. If your agency has any questions regarding a 1099 form, please direct them to Karen Rasner, Accountant III, at 775/684-5616.

Collections of past due accounts continue to rise. As of February 20th, the Controller's Office recovered over $500,000 through our various collection initiatives, including warrant offsets and referrals to debt collection agencies. Currently, five agencies have an intrastate inter-local contract with the Controller's Office to collaborate in the collection of delinquent debts. If your agency is interested in working with our office to collect receivables, please contact Jeannine Coward, Assistant Controller, at 775/684-5611, or jcoward@govmail.state.nv.us.

The Controller's Office is also working on several other projects including the reorganization of the State's vendor file and the creation of a new document intended to replace the Journal Voucher and Billing Claim forms. More information on these projects will be provided as they become available. If you have specific questions, or suggestions, please contact Kim Huys, Chief Accountant IFS, at 775/684-8176.

We Can't Say This Enough….

The integrity of your user ID and password is the key to security of the ADVANTAGE™ system. PLEASE do not share them with anyone, not even your supervisor. We have become aware that some IT people have asked for user IDs and passwords. PLEASE protect your password. If you suspect that someone else may know your password, change it immediately.

It's in the Report!

To find revenues by organization, to view revenues without selecting GL by GL or to verify all cash receipt documents, use the Schedule of Revenues By Subsource report in the Data Warehouse (DAWN). It is updated nightly.

1. From the DAWN Main Menu, select Schedule of Revenues By Subsource.
2. Choose the fiscal year from the drop-down menu and press Select Fiscal Year.
3. Choose either Accounting Agency or Transaction Agency.
4. Select an Agency from the drop-down menu.
5. Press Select Agency and the following screen will appear.

6. Select Create Report or Download Report. If you choose Download Report, it will download to an Excel file.
7. Customize your search by choosing specific criteria from the drop-down menus.
8. Select Generate Report.

For more information on using this report, refer to the Data Warehouse User's Manual on the DAWN Main Menu page or call the Help Desk at 775/684-5245. ◆

Vendor Numbers

"T" numbers, "D" numbers and the ten-digit employee number are the only vendor numbers to be used on Payment Vouchers. Vendor numbers with other prefixes are reserved for special purposes with specific agencies. ◆

Get Ready to Ring in the New Year!

That's right! 2003 is just around the corner. Fiscal Year 2003, that is. Fiscal Year 2002 ends June 30 and FY03 starts July 1. Both fiscal years are open July 1 to August 31. During this time it is especially important to be aware of how the Accounting Period field works in ADVANTAGE™.

The Accounting Period (MM/YY) is made up of a two-digit Fiscal Month (MM) and a two-digit Fiscal Year (YY). This field is always used on JVR documents and prior year documents during the dual fiscal year period.

The Fiscal Month is based on the Fiscal Year, which begins July 1. July, the first fiscal month of the year, is fiscal month 01, August is 02, etc.

Fiscal Month (MM)	Month
01	July
02	August
03	September
04	October
05	November
06	December

Fiscal Month (MM)	Month
07	January
08	February
09	March
10	April
11	May
12	June
13*	Post 6/30

*** Period 13 should be used only to post transactions occurring after June 30 that belong to the prior fiscal year.**

Accounting periods close approximately 14 days after the last day of the month. The complete closing calendar is available by clicking on Monthly Close at **www.state.nv.us/controller/IFS.html**.

New Fiscal Year documents can be entered as of July 1. If the Fiscal Year is left blank, the system will default to the new fiscal year. Documents processed after July 1 belonging in the prior fiscal year should have the Date of Record field completed as follows.

Document	Date of Record
CR	Date of Deposit
PV	Current Date
JV	Original Document Date
RX	Current Date

The prior fiscal year must be entered into the Budget Fiscal year field and the accounting period of 13-XX, where XX is the prior fiscal year, must be entered into the Accounting Period field. Failure to denote the accounting period when the prior fiscal year is listed will result in an error that must be corrected before the document will process.

Accounting period 13-XX cannot be used on a Requisition (RX) document. The RX document must be entered, approved and accepted by June 30.

Transactions entered after August 31 cannot be posted to the prior fiscal year. ◆

Pre-paid Bills for the New Fiscal Year

For an agency to pay rent or other bills before the opening of a new fiscal year, the following procedure must be used. ***NOTE: This procedure applies only to payments made in June for expenses incurred in July.***

1. Create a Payment Voucher (PV) in the current FY, using the current Budget FY on the document. Code the document to Balance Sheet account 1735 — Prepaid Expenses.
    a. Complete the header information with the current date, current Budget FY, the document total and the vendor number.
    b. Complete the line details with the line number, fund, agency, organization code (default is 0000) and 1735 in the BS Account field (Balance Sheet).
    Do not enter an expenditure GL.

2. A paper Journal Voucher (JV) to transfer the expenditure from Prepaid Expense to the expenditure in the new fiscal year must be submitted the same day the PV is processed. Include a print screen of the PV with the JV.
    a. Enter the new fiscal year on the JV.
    b. Complete the Debit section with the expenditure account coding including Fund, Agency, Org, Appropriation Unit, Object and Job Number, if applicable.
    c. Complete the Credit section with the coding for your Fund and your Agency using Balance Sheet account 1735. ◆

Depositing a Refund from a Vendor

If an agency receives a refund from a Vendor due to an overpayment or other reason, a Cash Receipt (CR) must be entered using the account coding from the related Payment Voucher (PV).

1. Print out backup documentation (the PV) either from DHIS in ADVANTAGE™ or from Document History in DAWN.

2. Complete the header of the CR with the Date of Record (date of deposit), Fiscal Year, Comments (usually the user's name), Bank Account and Document Total.

3. Select the Other Attributes tab.

4. Enter the line number and the Vendor Number from the PV in the Vend/Prov/Cust field. This ensures the 1099 information for the Vendor is credited.

5. Use the account coding on the Document History printout to enter the account code information. Make sure to use the Object/Sub field for your object code as the Revenue Source/Sub field is only used for revenue object codes.

6. In the Description field, enter a reference to the PV. For example: RFND of PV 060 00000001234.

7. Select **Process: Edit**.

8. Correct any errors and **Process: Edit** again. ◆

Depositing a Reimbursement

A Cash Receipt (CR) must be entered when an agency receives reimbursement from someone other than the original vendor for expenses such as an employee reimbursing the agency for copies.

1. Complete the header of the CR with the Date of Record (date of deposit), Fiscal Year, Comments (usually the user's name), Bank Account and Document Total.

2. Select the Other Attributes tab.

3. Enter the line number.

4. Enter EXPOFFSET in the Vend/Prov/Cust field. This reduces the original expense.

5. Use the account coding from the related Payment Voucher (PV) or coding used when this type of expense is normally coded.

6. In the Description field, enter a reference to the PV. For example: REIMB for PV 030 00000054321.

7. Select **Process: Edit**.

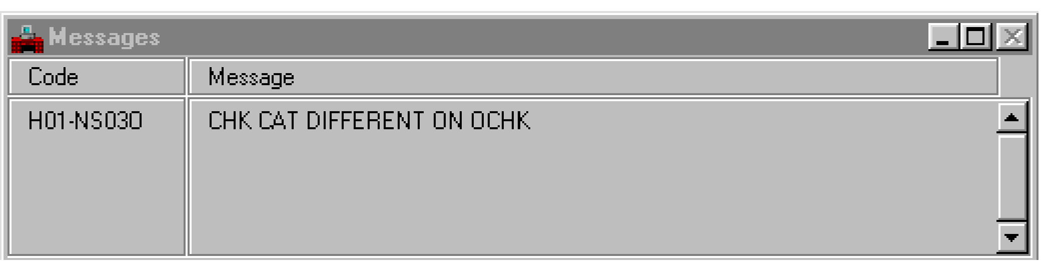
8. Correct any errors and **Process:Edit** again.

…From the Financial Help Desk…

Question of the Quarter…

Help! When I did a Process:Edit on a Payment Voucher, I got the error message: "CK CAT DIFFERENT ON OCHK." What happened?

This common error on PVs occurs if the agency or organization number is changed after **Process: Edit** and then **Process: Edit** is selected again. The check category field, which determines upon which register a check is printed, does not update when changes are made.



To correct this error, click on the Other Attributes tab of the Payment Voucher document. In the section marked Payment Options, change both the Single Check and EFT drop downs to read "default." Delete any information in the Check Category and Application Type fields. Press **Process: Edit** again.

Keeping Us Up-to-Date

The IFS-Financial web site (http://www.state.nv.us/controller/IFS.html) contains forms necessary for additions, deletions and security changes for your accounting staff.

After your agency is online, the IFS Staff needs to be kept up-to-date on any personnel changes affecting the designated "agency contacts." The contact list is the main tool used to send out updates and changes concerning the ADVANTAGE™ system. If a contact leaves the agency, please designate another contact person by completing the Communication Form from the web site and sending it to Controller's - IFS.

An ADVANTAGE™ User Establishment Form must be completed and sent to Controller's - IFS for new users and those changing agencies or security levels. The Deletion Form must be completed for anyone leaving an agency even if they remain a State employee.

Please notify Ken Cannon (kcannon@controller.state.nv.us) in the State Controller's Office of new technical staff.

If you have any questions, call the IFS Help Desk at 775/684-5245.

Purchasing Updates

On January 15 the Board of Examiners approved revisions to the State Administrative Manual (SAM) Section 1500. These revisions include the increase of direct purchase authority and an increase in the dollar amount of assets maintained on the statewide inventory. Although these changes have been approved, some of the changes will not be implemented immediately.

Direct purchase authority for state agencies has been increased to a $1,000 amount of purchase. Please be aware that although this allows agencies to purchase items directly, other requirements in SAM still apply. Items maintained on contract must continue to be purchased from the contracted vendors. This change does not exempt agencies from the requirements of the Budget Division; approval for equipment items costing $500 and above is required. All state agencies are still required to obtain approval on these items from their Budget Analyst until July 2003. It is anticipated that after that time, budgets will be approved identifying equipment as having a value of $1,000 or more.

The dollar amount for items to be tagged and maintained on the statewide inventory has been increased from $500 to $1,000 with the exception of weapons and computers with licensed software. The Purchasing Division **will not** implement this change until July 1 and will continue issuing tags for equipment items $500 and above until then. Once all state agencies are online with the Integrated Financial System (IFS), agencies will have the opportunity to maintain any items under the $1,000 threshold within the ADVANTAGE™ system. We are diligently working on these changes in an effort to accomplish a smooth transition to these new procedures. Training on the use of ADVANTAGE™ will be offered to all state agencies and further information will be provided, as it is available.

Please contact Shannon Berry at 775/684-0171 or Angela Urso at 775/684-0181 if you have any questions or require further information.

New ADVANTAGE™ Document

The Financial/Purchasing Training Team is now offering the Quick Decentralized Purchase Order (PDQ) document for agencies wishing to encumber funds from their budgets. This document may be used for local purchases, monthly payments made by the agency or various items. The PDQ document and other reports used by agencies can be printed at the agency's location using the Vista Printing software.

Training for the PDQ document will depend on interest level from agencies. A class may be offered at the IFS training facility in Carson City or we may conduct training onsite with each individual agency. Agencies wishing to utilize this new document, please contact Lauri Wilkens, IFS Help Desk at 775/684-5245 by April 30.

It's Never Too Early to Plan…

The end of FY 2002 is quickly approaching. Agencies should plan ahead to enter their Requisition documents into ADVANTAGE™. Remember to take into consideration the items that require the Budget Division or Department of Information Technology approval. All requisitions must be entered, approved and accepted into the ADVANTAGE™ system no later than **June 30** to process your purchase as a FY 2002 order.

All Receiver documents for FY 2002 must be entered, approved and accepted into ADVANTAGE™ no later than **Friday, August 16.** Plan on using the stale claims process after that date.

Please direct any questions to Shannon Berry in State Purchasing at 775/684-0171.

Coming Soon – Vista Plus Online Reports

The Controller's Office is putting the finishing touches on a web-based product called Vista Plus. What might you ask will this do for you??? Well…Vista Plus will allow agencies to view and print financial reports from the Intranet. The following list of reports will be available:

- Budget Status Report
- Warrant Register (ACHK)
- EFT Register (ECHK)
- Encumbrance Report
- Stale Dated Check Report

No more waiting for the mail to get your financial reports!

Watch for future updates on this new and exciting tool.

IFS – HR Updates

Training and Rollout Activities

It has been a busy quarter in the IFS-HR Training and Rollout section! The Department of Conservation and Natural Resources, Department of Business and Industry and Gaming Control Board have all commenced or continued the rollout process this past quarter. It is expected that all three entities will be fully rolled out in timesheet and ESMT entry functions by the end of March.

The Department of Taxation is next on the HR Rollout Schedule with rollout activities commencing in April. We look forward to assisting them in this process.

The training section has also begun accepting enrollments for the Special Pay/ LEAV course beginning in May. Users will complete hands-on entry of different Special Pay and LEAV documents in preparation for rollout of these functions. Carson City and Las Vegas courses will be offered throughout the summer. Agencies currently "rolled out" are encouraged to sign up for this training at their earliest convenience. Agencies scheduled for future rollout will be asked to attend Special Pay and LEAV training as 'part and parcel' of the rollout process.

Those individuals on the waiting list for the Special Pay/LEAV course will be scheduled for the first class on May 15 from 9:30 a.m. – 4 p.m. in Training Room B, 727 Fairview Drive. Call Cynthia Martinez at 775/684-5325 with questions concerning the new class.

IFS-HR Training Travel

In the past IFS-HR has been pleased to assist some agencies in outlying areas with travel costs to Carson City to accomplish online training. Now that rollout is at full speed we have scheduled regular training classes at the Professional Development Center (PDC) in Las Vegas, as well as the continuation of classes at the Carson City facility (727 Fairview Drive). We are always willing to provide any special assistance needed to transact a smooth rollout. Please contact us if we can help in any way.

HR Data Warehouse (HR-DW) Update

The incremental release on Time and Leave was available on February 28. This incremental release focused on enabling timesheet reconciliation and a higher-level view of overtime accrual/usage, part-time hours, family medical leave data and general leave activity and balances.

On February 28 a kickoff demonstration was held at the Legislative Building and via videoconference to the Grant Sawyer Building in Las Vegas. We hope you found this meeting informative and helpful. Please feel free to contact the IFS-HR Help Desk at 775/684-8696 for additional information about the HR-DW.

Reminders

- We are always looking for Agencies willing to move up on the designated rollout schedule. If your agency is interested, please contact the Training and Rollout section. The ADVANTAGE™-HR system is specifically helpful in streamlining business processes for Agencies with outlying offices. Stop relying on the mail—start entering your own timesheets today! Please contact Deborah Harris at 775/ 684-8697 for further information.

- Utilize your IFS-HR Procedures! These procedures can offer valuable assistance with step-by-step guidance as you begin the transition from offline to online entry. Recent updates were distributed through Central Records. Visit the IFS-HR web site (ifs.state.nv.us) for procedure copies.

- Central Records staff reminds online Agencies that new hire paperwork must still be submitted to Central Records before they can apply 5th level approval to online ESMTs. Please review the associated IFS-HR Procedure if you require further clarification.

…From the HR Help Desk…

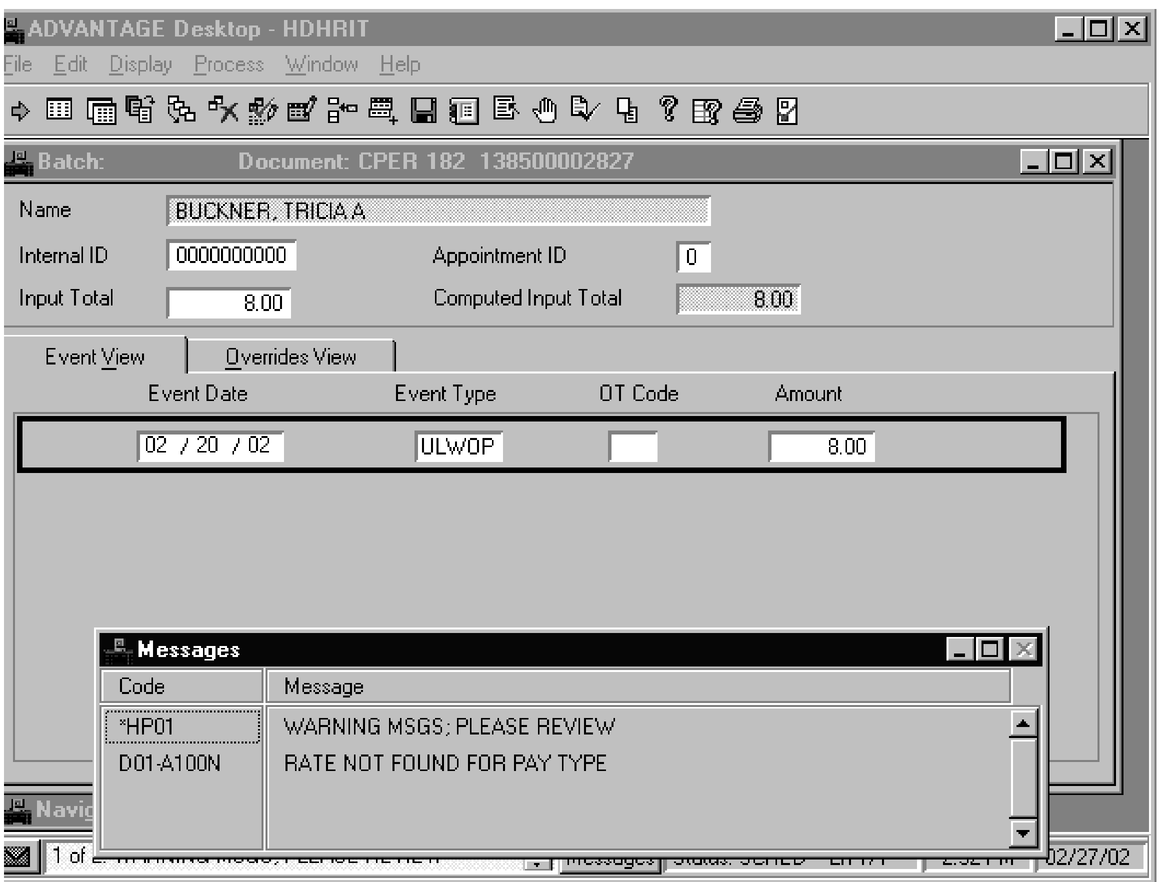
AGYD

Remember to update employee work telephone numbers on AGYD. The numbers are used to update the DoIT state telephone directory. If they are not updated on AGYD, callers will be given incorrect telephone numbers by the Central Records staff.

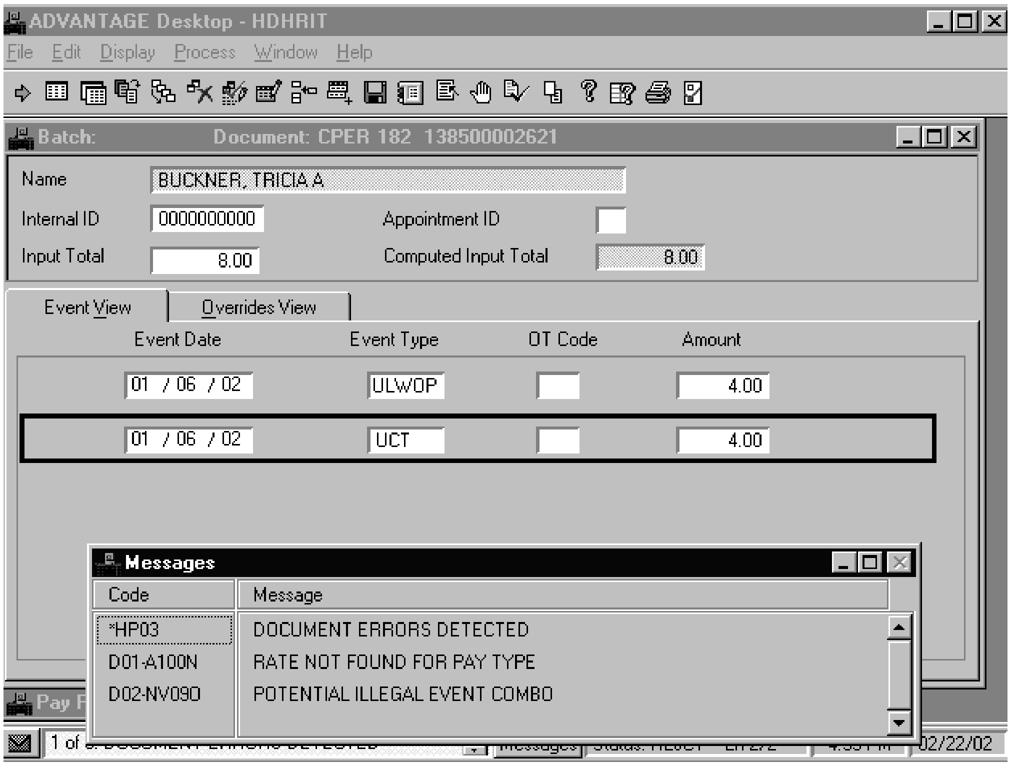
Error Messages

When processing a CPER/PPER with Leave without Pay, the error message "Rate Not Found For Pay Type" or "Potential Illegal Event Combo" may appear.

The "Rate Not Found For Pay Type" is a warning message indicating the employee is getting paid less than the assigned pay type. To clear the edit, the user can **Process: Run** (F8) or **Process: Hold** (F12) depending on the user's authorized approval level.



The "Potential Illegal Event Combo" is an error that appears when the employee is using Leave Without Pay in conjunction with either accrued or used compensatory time. This is not a warning message. To process this document, the user needs to do a **Process:Override** (ALT F12), a **Process: Run** (F8) or **Process: Hold** (F12) depending on the user's authorized approval level.



ESMT Tips of the Quarter…

ESMT Processing

Agencies that have rolled out ESMT transactions are responsible for entering all employee actions including, but not limited to, new hires, promotions, demotions, transfer out, terminations, retirement changes, work or pay location changes and changes to W-4's.

As a general rule, transfer in, reinstatements, rehires and reemployments cannot be processed unless the user has security access to the employee's previous agency/home org.

Central Records must apply all levels of approval for employee id (Social Security Number) changes.

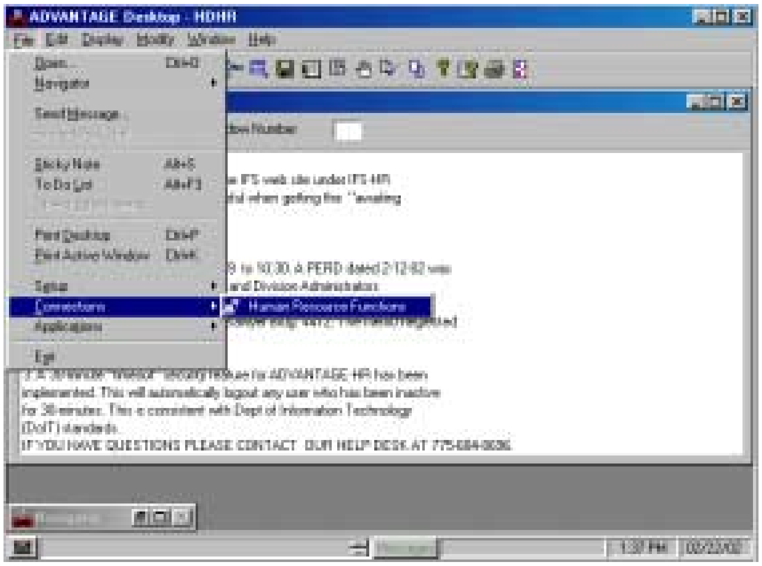
When processing any changes to an ESMT that has pay parameters, the effective date of the Pay Parameter needs to be changed to the effective date of the ESMT.

GMSS

GMSS is the default window that appears when ADVANTAGE™-HR 2.1 is launched. It is one of the primary tools used to communicate with users. The GMSS window is updated on a daily basis with software news, system hours, etc. To view the messages, browse the window by using F4 or the browse button on the tool bar.

30-Minute Timeout

A 30-minute "timeout" security feature for ADVANTAGE™-HR has been implemented. It will automatically logout any user who has been inactive in ADVANTAGE™-HR for 30 minutes or longer. Click on File: Connections: Human Resource Function to reconnect.



This timeout feature is consistent with Department of Information Technology (DoIT) security standards and applies only to the HR system.

Internal ID

When processing CPER/PPERs, users will notice a new message implemented with the Internal ID modification effective on February 15. After **Process:Edit**, the user will see the message "Awaiting Header Verification." The user should verify the Internal ID matches the employee name on both the hardcopy timesheet and in ADVANTAGE™-HR. After verifying the information, **Process: Verify** (F10) to clear the “Awaiting Header Verification” edit. After this edit has been cleared, the document can be processed.

Hours and Minutes Conversion

The table below is useful in converting hours and minutes to Base 10 hours. It is available on the web site and will also be included on the back of future hard copy timesheets.

Gross Pay Calculation

This conversion calculation is only for purposes of reconciling timesheet data to the gross pay amount of the paycheck. **Continue to report time in hours and minutes on the timesheet.**

To convert the minutes on the timesheet into hundredth of hours, divide the minutes by 60.

Example:
2 hrs and 13 minutes = 2 + (13/60) = 2.217
Gross pay = 2.217 x rate of pay

15 minutes =	0.25 hours
30 minutes =	0.50 hours
45 minutes =	0.75 hours

IFS-HR User Termination of Access

An Agency Personnel or Payroll Representative must submit a Termination of Access form to deactivate a user's ADVANTAGE™- HR and/or HR Data Warehouse (HR-DW) access upon the employee's termination or transfer. Agencies can access terminated employees on the HR-DW and download the information for ad-hoc reporting.

IFS – HR WEB SITE

This is what you will find on the IFS-HR web site at ifs.state.nv.us.

The **Home Page** provides links to the sections listed below along with the Latest News Bulletins and Important Notices about the ADVANTAGE™-HR system and Data Warehouse. The ADVANTAGE™-HR system hours, the IFS-HR address and staff are also posted here.

- **Important Notices** lists activities that are happening now in ADVANTAGE™-HR or the Data Warehouse.
- The **Help Desk** includes hot tips and answers to questions sent to Tricia Buckner at the IFS-HR Help Desk.
- **IFS-HR Team Contact List** contains phone numbers or e-mail addresses for key personnel.
- **The "Fun Page"** includes items of interest to the users. Suggestions are most welcome and can be e-mailed to Lou Anne Geissler at geissler@ifs.state.nv.us
- **IFS Connection Newsletter** contains the current and past issues of the newsletter.
- The rollout schedule, master training calendar and current quarterly training schedule are found in **Rollout and Training**.
- The **Data Warehouse** is an excellent resource for payroll/personnel staff regarding employee information.
- Meet the staff at **Central Payroll**. Biweekly Timesheets for online agencies, Payroll Schedule for both online and offline agencies and Compensation Schedules (Hours And Minutes Conversion) are found here.
- The **Central Records'** staff is shown as well as the Records Schedule for both online and offline agencies.
- **Technical Support** links to the latest information from the Technical Staff and to updates for ADVANTAGE™-HR.
- **IFS-HR Forms** contains the most important forms needed for the ADVANTAGE™-HR system. They are Database Access Agreement, Termination of Access, User Confidentiality Agreement, Training Request, Procedure Revision and Production Support Request.
- The **IFS-HR Resources/Manuals** site is a good source of information on ADVANTAGE™-HR. Use it to locate information on DOP – AIN, IFS-HR Online Agency Procedures, Data Warehouse Tutorial and Internal ID Tutorial.

To be transported to the IFS-HR web site, click on the blue area below.

Department of Personnel –
Integrated Financial System - Human Resources
(IFS-HR)

IFS - HR Training Schedule

Quarter April to June

Class Date	Course Name	Start Time	Stop Time	Location City	Class ID
4/9/02	IFS-HR Navigation	9:00	11:30	Carson City	642
4/23/02	IFS-HR Navigation	9:00	11:30	Carson City	645
5/7/02	IFS-HR Navigation	9:00	11:30	Carson City	647
5/20/02	IFS-HR Navigation	9:30	12:00	Las Vegas	649
6/4/02	IFS-HR Navigation	9:00	11:30	Carson City	652
6/18/02	IFS-HR Navigation	9:00	11:30	Carson City	654
4/9/02	IFS-HR Timesheet	1:30	4:00	Carson City	643
4/23/02	IFS-HR Timesheet	1:30	4:00	Carson City	646
5/7/02	IFS-HR Timesheet	1:30	4:00	Carson City	648
5/20/02	IFS-HR Timesheet	1:30	4:00	Las Vegas	650
6/4/02	IFS-HR Timesheet	1:30	4:00	Carson City	653
6/18/02	IFS-HR Timesheet	1:30	4:00	Carson City	655
4/17/02	IFS-HR Appointment	8:30	12:00	Carson City	644
5/21/02	IFS-HR Appointment	8:30	12:00	Las Vegas	665
5/29/02	IFS-HR Appointment	8:30	12:00	Carson City	651
6/26/02	IFS-HR Appointment	8:30	12:00	Carson City	656
5/15/02	IFS-HR Special Pay/LEAV	9:30	4:00	Carson City	666
6/14/02	IFS-HR Special Pay/LEAV	9:30	4:00	Las Vegas	668
6/19/02	IFS-HR Special Pay/LEAV	9:30	4:00	Carson City	667

Blue= New Classes, Red = Las Vegas Classes, Black = Carson City Classes

NOTE: Navigation is a prerequisite to the Timesheet, Special Pay/LEAV and Appointment classes.

LOCATION/SITE ADDRESSES

CARSON CITY
IFS-HR
727 Fairview Dr.
Carson City NV

LAS VEGAS
Professional Development Center (PDC)
701 N. Rancho
Las Vegas NV

To sign up for an IFS-HR class, you must complete a confidentiality statement and a training request form. These forms are on the IFS-HR web site at ifs.state.nv.us or are available from Cynthia Martinez at 775/684-5325.

CENTRAL RECORDS CERTIFICATION CLASSES

The Central Records Certification class is for Personnel Reps in the agencies who complete Records forms and are required by NAC to be certified every two years. Contact Penny Lewsader at 775/687-4184.

Class Date	Class Times	Location	City
April 22	9 am – 3:30 pm	State Personnel Testing Room	Las Vegas
May 10	9 am – 3:30 pm	State Library, Conference Room A	Carson City
June 7	9 am – 3:30 pm	State Library, Conference Room A	Carson City

IFS - Financial Training Schedule

This quarter…

April 1,2,3,4,5

Agencies: Athletic Commission, DBI
Colorado River Commission
Commission on Postsecondary Education
Labor Commission, DBI
Taxicab Authority, DBI
Transportation Services Authority, DBI

Location: Dept. of Human Resources
Professional Development Center
701 N. Rancho Dr.
Las Vegas, NV

Please note: *Schedule subject to change.*

Location, location, location…

Unless otherwise indicated, training is at the

IFS Training Center
727 Fairview Drive
Carson City, NV

ONLINE REGISTRATION AVAILABLE FOR ADDITIONAL CLASSES

Register for classes online at www.state.nv.us/controller/IFS.html. If you have any questions about online registration, call Melissa Rempe at 775/684-8971 or Lindi Duran at 775/684-5197.

Additional Classes Available

Additional Document Training classes covering Basic Navigation, Cash Receipt (CR), Payment Voucher (PV), Restricted Journal Voucher (JVR) and Purchasing documents (RX, RC) are now available in Carson City only. Please send new employees, employees who missed the rollout training or employees needing additional practice. All participants must attend a Basic Navigation class prior to CR, JVR, PV, RX and RC training. **Classes are subject to cancellation if enrollment is less than five students.**

Basic Navigation	May 14	June 18	8:30 am - noon
Cash Receipt (CR)	May 14	June 18	1 – 4 pm
Payment Voucher (PV)	May 15	June 19	8:30 – 11 am
Restricted Journal Voucher (JVR)	May 15	June 19	11 am - noon
Purchasing documents (RX, RC)	May 16	June 20	8:30 am - noon

Fixed assets will be taught on an "as needed" basis.